

~~SECRET~~ CONFIDENTIAL

JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 10 NO CHANGE
 IN CLASS/ (DECLASS) CLASS CHANGED TO: TS & SECRET. INST. _____
 NEXT REV DATE 1/8/79 / 12/5/79 [REDACTED] [REDACTED] 02
 NO. PGS 1 CREATION DATE _____ ORG COMP 40 OFF 32 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: ER 78-3

27 June 1951

MEMORANDUM

TO: Classification & Wage Administration Branch

VIA: Admin Staff

FROM: Chief, [REDACTED] *mm/brm*

SUBJECT: Request for Position Reclassification [REDACTED]

ILLEGIB

1. It is requested that OSO Position [REDACTED] previously classified as Clerk-Typist, GS-3, be reclassified as Clerk-Steno, GS-4.

2. The incumbent will be required to perform the following functions in addition to those now allocated to the position:

a. Take dictation of reports and memoranda from reports officers of the [REDACTED]

b. Maintain all necessary logs and files on all reports received in section to assure proper coverage and handling;

c. Prepare monthly reports for submission to [REDACTED]

3. This position requires that incumbent be able to take dictation and responsibly prepare reports and memoranda. In view of the increasing work load in the [REDACTED] this position is essential to produce the increasing number of reports.

Approved Class & wage#329
*Jan 7/16/51**7/13/51*

[REDACTED]

*JB
15 July 51*~~SECRET~~ CONFIDENTIAL

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